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Security Information

OTR

OFFICE OF TRAINING REGULATION NO. 25-1

11 April 1952

SUBJECT: TRAINING RECORDS AND REGISTRATION

1. POLICY

The following policies shall govern the administration of the Records and Registration functions of OTR:

a. All CIA personnel selected for training either in Agency facilities provided by OTR or in approved non-CIA facilities will be subject to OTR Records and Registration procedures.

b. Training registration procedures of OTR shall provide a centralized registration system. Such procedures will be designed to insure that:

(1) Proper distribution of announcements and class schedules is made.

(2) Personnel selected meet established prerequisites for the course in question.

(3) The capacity of any given course is not exceeded.

(4) Course Chiefs are given, sufficiently in advance of starting dates of courses, information concerning enrollments and materials required for the administration of the course, such as photographs, copies of Training Requests, etc.

c. A centralized training records system shall be established within OTR to include all training requests, selection board actions, class rosters, student evaluations and, as appropriate, class papers, student notes and related materials.

2. RESPONSIBILITIES

a. The Chief, Records and Registration Section is responsible for the Records and Registration activities of OTR in accordance with the policies stated above. This Officer is further responsible for the preparation of routine and special reports on training activities as may be required.

b. All Staffs and Divisions of OTR will cooperate with the Records and Registration Section in carrying out its responsibilities.

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

- 1 -

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3. PROCEDURES

Detailed procedures for each particular course or group of related courses will be issued in separate OTR Regulations.

STATINTL



MATTHEW BAIRD
Director of Training

Distribution: ALL OTR PERSONNEL

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